

CITY OF SAN MARCOS BANNER
PERMIT APPLICATION
TEMPORARY BANNER

APPLICANT INFORMATION

Organization Name: _____ Daytime Phone No. _____

Mailing Address: _____

Email Address: _____

BANNER INFORMATION

Banners are permitted only for non-commercial or charitable events that are of general interest to the community as a whole.

Description of Event or Activity being Advertised: _____

Wording of Banner: _____

Banner Dimensions: _____ Total Area: _____ Fee: _____
(Fee is .25 cents per square feet – 144 sq. ft. = \$36.00. No fee is required for **non-profit organizations**.) **MESH BANNERS ONLY**. Plastic banners are not allowed.

Location Desired: (Subject to Availability. First come basis.)

(University Dr. @ Strahan & Guadalupe St. @ Tuttle require approval by the **Texas Department of Transportation located at 1710 Airport Highway 21, at 353-1061**)

_____ University Drive @ Strahan Coliseum (TXDOT)
_____ Guadalupe St. @ Tuttle Lumber Co. (TXDOT)
_____ S. LBJ Drive @ Compass Bank
_____ N. LBJ Drive @ Woods Street

Sign to be erected on _____ Removal of sign on _____

*Banners go up and come down on Mondays.

*Banners must be up for 14 days at a time

Printed Applicant's Name

Date Submitted

TO BE COMPLETED BY STAFF

Approved: _____

Fee: _____

Paid: _____

Denied: _____

Reason: _____

Reviewed by: _____

Date: _____

TEMPORARY BANNER SIGN GENERAL INFORMATION

1. Banner signs located over public right-of-way are limited to community information and are restricted to four locations within the city limits. San Marcos Electric Utility (SMEU) employees erect and remove the banners. This work is performed on **MONDAYS**. The banners must be delivered to SMEU on **THURSDAY** before the date requested.
2. Reservations are made on a **first-come, first-serve basis** as applications are approved. **Telephone reservations are not accepted.**
3. The **applicant is responsible for taking the banner and approval application** to the SMEU offices so that the banner can be erected. The banner should be taken to SMEU on the **THURSDAY** before the banner is to be erected.
4. The banner must remain up for **14 days**. Each organization is limited to one location at a time, with a maximum of 90 days per calendar year. When the banner is removed, **the applicant is responsible for picking up the banner from SMEU office within 2 weeks.**
5. Standard banner size is 4' x 36'. The fee is .25 cents per square foot, with a minimum of \$10.00. No fee is charged for banner advertising events *sponsored by non-profit organizations*. **MESH BANNERS ONLY**. **Plastic banners are not allowed.**
6. Applicant may begin reserving location for the following year beginning October 1 of every year. For information regarding temporary banner signs contact the Permit Center at 512-805-2630.

Your signature is confirmation that you have read and understood the temporary banner sign information listed above. Thank you for your submittal.

Signature of Applicant

Date